 Independent Verification & Validation Facility	Financial Data Control	IVV 07 Revision: D Effective Date: November 04, 2005
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APPROVAL SIGNATURES		DATE
Gregory Blaney (original signature on file)	Management Systems Representative	11/02/2005

REVISION HISTORY			
Rev. No.	Description of Change	Author	Effective Date
Basic	Initial Release	Donna Ozburn	10/23/2002
A	Revision	Mike Powers	09/07/2003
B	Revision – Changed BO to RMO	Mike Powers	04/01/2004
C	Revision – Update to include electronic Baseline Revision Form reference.	Mike Powers	03/22/2005
D	Update FAR, NFS, IEMP, and Flow Chart	Mike Powers	11/04/2005

REFERENCE DOCUMENTS	
Document Number	Document Title
IVV 07-1	Project Baseline Revision Procedure
IVV 09-4	Project Management
IVV 16	Control of Quality Records
FAR	Federal Acquisition Regulations (FAR), (http://www.arnet.gov/far)
NFS	NASA Federal Acquisition Regulation Supplement (NFS), (http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm)
NPR 1441.1	NASA Records Retention Schedule

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1.0 Purpose

The purpose of this system level procedure (SLP) is to establish a consistent and documented method for receiving, distributing, tracking, and reporting funding and financial activities at the NASA IV&V Facility.

2.0 Scope

This SLP applies to receiving, distributing, tracking, and reporting all funding and financial activities performed at the NASA IV&V Facility.

3.0 Definitions and Acronyms

Official NASA IV&V Facility roles and terms are defined in the [Quality Manual](#). Specialized definitions identified in this SLP are defined below.

3.1 Action Item Log

The Action Item Log is a collection of all actions resulting from the Financial Budget Review. The Action Item Log is maintained in TrackWise and is reviewed during each Financial Budget Review.

3.2 Baseline Revision Form


The Baseline Revision Form is a document or web-based form used to establish or update a project's baseline and associated financial data.

3.3 Director's Discretionary Fund (DDF)

DDF is monitored and distributed by the Director of the NASA IV&V Facility. DDF is used for, but not limited to, augmenting research, forward funding projects, and enhancing the NASA IV&V Facility's infrastructure.

3.4 Financial Budget Review

The Financial Budget Review is a periodic financial assessment of all NASA IV&V Facility contracts and projects, including financial plans, funding received, funding committed, projected costs, projected spending, and funding carryovers. The Financial Budget Review also includes a

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review of Resource Management Office (RMO) updates, issues, concerns, and the Action Item Log. The RMO presents the Financial Budget Review to Facility Management.

3.5 Operations & Management (O&M) Funding

O&M Funding is monitored and distributed by the Associate of Operations. O&M Funding supports, but is not limited to, all services provided by the West Virginia University (WVU) Research Corporation (WVURC) (i.e., utilities, security, janitorial services, etc.).

3.6 Procurement Request (PR)

A PR is a document that initiates the procurement of products or services.

3.7 Project


A project is any IV&V, systems/software engineering, research, or other task being performed by the NASA IV&V Facility for a Customer.

3.8 Reserve Funding


Reserve Funding is obtained by assessing a tax on each outside customer of the NASA IV&V Facility. Reserve Funding is monitored and distributed by the Director of the NASA IV&V Facility. Reserve Funding is used for, but not limited to, augmenting research, forward-funding projects, and enhancing the NASA IV&V Facility infrastructure.

3.9 Acronyms

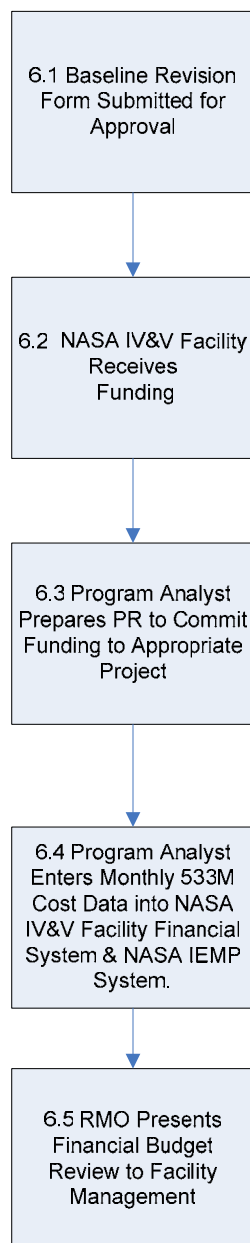
CCR	Contract Cost Reporting
COTR	Contracting Officer's Technical Representative
CTO	Contract Task Order
DDF	Director's Discretionary Fund
EVM	Earned Value Management
FAR	Federal Acquisition Regulation
GSFC	Goddard Space Flight Center
IEM	Integrated Enterprise Management
IEMP	Integrated Enterprise Management Program


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NFS	NASA FAR Supplement
NPR	NASA Procedures and Requirement
O&M	Operations & Management
PA	Program Analyst
PM	Project Manager
PR	Procurement Request
RFO	Resource Financial Office
RM	Resource Manager
RMO	Resource Management Office
SAP	Systems, Application, and Products
SLP	System Level Procedure
WVU	West Virginia University
WVURC	West Virginia University Research Corporation
WI	Work Instruction

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4.0 Flow Chart



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5.0 Responsibilities

5.1 Program Analyst (PA)

The PA shall:

- Enter monthly 533M cost data into the Integrated Enterprise Management (IEM) system and into the NASA IV&V Facility Financial System
- Record funding received and generating Procurement Requests (PRs) via the Integrated Enterprise Management Program (IEMP)
- Validate, analyze, and/or review financial reports
- Support the Resource Manager (RM) on everyday RMO activities

5.2 Project Manager (PM)

The PM shall:

- Establish and maintain the project's financial plan, including contract dollars, O&M funding, and DDF
- Verify monthly 533 data from the contractor
- Prepare out-year financial projections (see IVV 9-4, Project Management)

5.3 Resource Manager (RM)


The RM shall:

- Manage the NASA IV&V Facility's RMO
- Ensure the overall integrity of the financial dollars for the NASA IV&V Facility
- Implement financial controls through various systems

6.0 Procedure

6.1 Project Financial Plan Approved

The PM shall submit a Baseline Revision Form to initiate a new project. The work instruction (WI) for this procedure is IVV 07-1, Work Instruction

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for Project Baseline Revision Form Procedure. The Contracting Officer's Technical Representative (COTR), RM, and Deputy Director validate and approve the Baseline Revision Forms. Refer to IVV 07-1, Work Instruction for Project Baseline Revision Form Procedure, for additional information.

6.2 Project Financial Data Recorded

The approved Baseline Revision Form is sent electronically to the RMO staff, via the RMO web site, for data entry into the NASA IV&V Facility Financial System. The PA will enter all relevant project data, such as contract task order (CTO) number, task order value, project financial plan, and projected out-year cost plan.


The RM or PA shall receive notification of funding from Goddard Space Flight Center (GSFC) Resource Finance Office (RFO) via e-mail, sub-authorization, reimbursable agreement, and/or phone notification. When funding notification is received and verified, the PA records the funding amount in the Funding Received Log located in the NASA IV&V Facility Financial System.

6.3 Procurement Request Funding for Project

Based on an approved Baseline Revision Form, the PA shall initiate a PR for the contract/project. All in-house PRs are to be approved by the PM and COTR. Once all signatures are obtained, the PA will process and submit the PR electronically in the IEMP Procurement system (the IEMP PR requires the RM and the Director's approval before it is sent to the GSFC RFO via the IEMP system). The PA will log the approved PR into the Purchase Request Log in the NASA IV&V Facility Financial System.

6.4 Monthly Costs & Accruals Recorded

The contract/project's monthly financial data will be submitted from the contractor via Form 533M or through monthly invoices. The COTR and PM must verify monthly cost data from the contractor. After COTR and PM approval, the PA will enter the 533M cost data into the NASA IV&V Facility Financial System. In addition, before the NASA monthly financial closeout, the PA will post the 533M cost accruals into NASA's IEMP

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Systems, Application, and Products (SAP) Contract Cost Reporting (CCR) costing system.

6.5 Presentation of Monthly Financial Budget

A monthly Financial Budget Review will be prepared and presented to Facility Management by the RMO. The Financial Budget Review shall provide a financial status of all contract/projects' financial plans, funding received, funding committed, project costs, projected project spending, and carryovers. In addition, the review will provide a status of RMO updates, issues, and concerns for the NASA IV&V Facility. An Action Item Log containing all actions resulting from the Financial Budget Review will be maintained in TrackWise. The Action Item Log will be reviewed during each Budget Review. The Financial Budget Review will include the cumulative and monthly Earned Value Management (EVM) reports from designated projects. A narrative analysis will be provided for any project performance deviations greater than a Facility Management-defined percentage.

7.0 Metrics


Metrics associated with this SLP are established and tracked within the NASA IV&V Facility Metrics Program.

8.0 Records

The following records will be generated and filed in accordance with this SLP and IVV 16, Control of Quality Records, and in reference to NPR 1441.1, NASA Records Retention Schedules.

Document Name and Identification Number	User Responsible for Record Retention	Retention Requirement	Location
NASA IV&V Facility Financials System	RM/PA	NPR 1441.1	Shared Network Drive
Monthly Financial Budget Review Package	RM	NPR 1441.1	Shared Network Drive
Baseline Revision Form	RM	NPR 1441.1	RMO Web Site on Tools

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Document Name and Identification Number	User Responsible for Record Retention	Retention Requirement	Location
			Lab Server
PR Request (Internal)	PA	NPR 1441.1	RMO Web Site on Tools Lab Server
PR Request (External)	PA	NPR 1441.1	RMO Web Site on Tools Lab Server